



MONTANA STATE HOSPITAL POLICY AND PROCEDURE

PRE-PLACEMENT VISIT

Effective Date: April 13, 2015

Policy #: AD-06

Page 1 of 3

- I. PURPOSE:** To establish procedures between Montana State Hospital (MSH) and community providers for pre-placement visits (PPV) and pre-placement visits with subsequent discharges.
- II. POLICY:** MSH will utilize pre-placement visits to assist people in transitioning to lower levels of care and community placements. Pre-placement visits are not necessary or appropriate for every discharge, but will be used when it is recognized that a patient may experience difficulty transitioning to a different setting.

Pre-placement visits will generally last for no more than fourteen (14) days, but may be for as long as thirty (30) days. The thirty (30) day period for PPV is typically utilized for nursing home placements. Pre-placement visits may not extend past the expiration date of an individual's commitment period.

MSH will request a written report from the community provider regarding the course of the pre-placement visit and future discharge planning anytime a person served returns to the hospital following a pre-placement visit.

III. DEFINITIONS:

- A. Pre-Placement Visit – A pre-placement visit is a temporary leave status from MSH to a lower level of care such as a residential program for the purpose of preparing a person served for discharge.
- B. Pre-Placement Visit With Subsequent Discharge – A PPV with subsequent discharge is a scheduled visit to a community-based residential program with the intent that the person served will be discharged from their commitment to Montana State Hospital at the end of the designated period.

IV. RESPONSIBILITIES:

- A. Discharge planning generally falls under the responsibility of social work staff. The decision to use a pre-placement visit is a consideration of discharge planning that takes place between hospital staff including the attending psychiatrist or other licensed independent prescriber, community mental health and other service providers (e.g., nursing home), and the person served.

- V. **PROCEDURE:** The following are procedures needed by MSH when a Pre-Placement Visit or Pre-Placement Visit with subsequent discharge occurs:
- A. Use of a pre-placement visit or a pre-placement visit with subsequent discharge must be authorized by the treating psychiatrist or other licensed independent prescriber through a physician's order.
 - B. As with all discharges, consideration must be given to transportation arrangements for the person served. Transportation may be provided by family members, community providers or other agencies. Public transportation may be utilized when appropriate. MSH may provide transportation when no other reasonable alternative is available.
 - C. MSH may provide transportation on a scheduled date when planned in advance and other reasonable alternatives are not available.
 - D. Consideration must be given to arrangements for medications and personal possessions belonging to the person served. The Pharmacy should be contacted as early as possible to make arrangements for medications. Personal possessions may be secured at the Hospital during a pre-placement visit when return is planned. Personal possessions should always accompany the patient when the individual is transferred for a pre-placement visit with subsequent discharge.
 - E. Planning for a pre-placement visit should always include emergency plans in the event the person served experiences a psychiatric or other emergency and needs to return to MSH or needs placement in another facility. Plans should also consider emergency notification of family members, MSH staff, or other agencies in the event the person served leaves their placement. If the person served requires hospitalization for a psychiatric emergency, they should be returned to Montana State Hospital. Montana State Hospital cannot be responsible for the cost of care or other services required by the person served unless authorization has been given by the MSH administrator or designee.
 - F. In the event that a community provider requests to have a person served return to MSH earlier than planned, MSH staff will request that the provider make arrangements for transportation. When no other alternative is available, MSH may transport depending on the availability of a vehicle, driver, and escort staff. Immediate transportation utilizing MSH staff may not be possible or could take longer than twenty four (24) hours to arrange. In the event that the person served cannot safely be transported, assistance must be requested from law enforcement or other emergency personnel.
 - G. MSH may provide a prescription order for up to thirty (30) days for medication that has been prescribed at the hospital. The MSH social worker will attempt to secure funds for the medication, i.e., co-pays for Medicaid and MHSP. Medication needs will be discussed with community providers or family members as part of discharge

Montana State Hospital Policy and Procedure

PRE-PLACEMENT VISIT

Page 3 of 3

planning and written instructions regarding medications will be provided to caregivers and the person served.

- VI. REFERENCES:** None
- VII. COLLABORATED WITH:** Hospital Administrator, Medical Director, Social Work Chief/Admissions Coordinator
- VIII. RESCISSIONS:** #AD-06, *Pre-placement Visit* dated February 17, 2012; #AD-06, *Pre-placement Visit*, dated April 7, 2010; #AD-06, *Pre-Placement Visit*, dated February 16, 2007
- IX. DISTRIBUTION:** All hospital policy manuals, community based residential programs/providers within the state of Montana (ADRT).
- X. ANNUAL REVIEW AND AUTHORIZATION:** This policy is subject to annual review and authorization for use by either the Administrator or the Medical Director with written documentation of the review per M.C.A. § 307-106-330.
- XI. FOLLOW-UP RESPONSIBILITY:** Hospital Administrator
- XII. ATTACHMENTS:** None

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John W. Glueckert Date
Hospital Administrator